



Arizona Court of Appeals, Division One, Deputy Clerk II

Salary: \$38,311/year (\$18.4188/hour)

First Review Date: Tuesday, June 28, 2022

Anticipated Start Date: August 8, 2022

Position open until filled

Do you take pride in producing quality work and enjoy providing excellent service to internal and external customers? Do you have an interest in the legal field or experience in a court environment? This may be the position for you.

The Court is engaged in meaningful work serving the citizens of Arizona. The Court of Appeals, Division One Clerk's Office provides a team-oriented, professional environment with a consistent schedule and great benefits. The Court is conveniently located in downtown Phoenix and employees enjoy free parking and reduced cost on bus passes.

The Clerk's Office is seeking a Deputy Clerk II to join our team. Deputy Clerks are responsible for processing court related documents, applying critical thinking skills to accurately enter information regarding cases into a computer court case management system and providing outstanding customer service in-person, over the phone and through e-mail.

The ideal candidate will have a strong attention to detail, familiarity with legal documents, experience in customer service, and the ability to work well as part of a team in a busy professional environment.

Applicants must have a high school diploma (college preferred) and be able to work from 8AM through 5PM Monday through Friday.

Applicants should include the following when applying:

- Resume

This position is open for both internal and external recruitment, and only applicants whose background and experience most closely meet the requirements of the position may be invited to interview. Requests for special accommodations to participate in the interview process should be made at the time you are contacted to schedule an interview. The selection process may include first and/or second round interview panels as well as testing.

The Court offers an excellent benefits package that includes a choice of plans for optional medical, dental and vision insurance, deferred compensation, flexible spending accounts, life insurance, long and short-term disability, discounted bus fares and an employee assistance program. Participation in the Arizona State Retirement System (ASRS) is required. In addition, the Court's leave policy includes ten paid holidays and annual accrual of vacation and sick leave, based on length of service.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties and responsibilities are not intended to be an exhaustive list of all required responsibilities, duties and skills. Other similar duties may be added, or the description amended at any time based on business need. To perform this job successfully, the Deputy Clerk must perform each essential duty satisfactorily.

- Screen cases for compliance by applying court rules and statutes.
- Prepare and process cases, and other court-related documents.
- Maintain focus and attention to complete a series of tasks over the course of a day.
- Provide excellent customer service to both internal and external customers in person, over the phone and in writing.
- Maintain confidentiality of any information or documents that are not public.
- Analyze information contained in court documents.
- Create and maintain accurate court record.
- Engage in professional level discussions with Judges, Judges' staff, Staff Attorneys, attorneys, and the general public.
- Apply critical thinking skills to ensure information is correct and accurate.
- Express thoughts clearly, both orally and in writing
- Use the court's case management system to review and enter information.
- Use the electronic clerk review system to review and access electronically filed documents.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to effectively organize and manage multiple tasks simultaneously.
- Ability to follow directions verbally and in writing.
- Ability to carry out routine tasks with a high degree of accuracy.
- Ability and willingness to accommodate changes in responsibilities, duties, and procedures to handle multiple priorities.
- Initiative and sound judgment in decision-making.
- Ability to pay close attention to detail.
- Ability to work well in a busy, professional environment.
- Ability to use various office technologies such as scanners, web-based applications, and MS Office Suite products in performing work duties.
- Knowledge of general office procedures such as electronic file organization, communication through email, etc.
- Ability to work in a computer-based data-entry environment.
- Ability to optimize office workflow.
- Ability to work well independently.
- Ability to work well in group situations and assist in problem solving.
- Ability to read, write and speak English fluently.
- Ability to maintain confidentiality regarding pending court cases and business processes.
- Dedication to a quality work product.
- Ability to be bonded to handle money.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- High School Diploma or equivalent combination of education and experience

PREFERRED EDUCATION, KNOWLEDGE, SKILLS, AND ABILITIES:

- Familiarity with legal documents and/or processes and procedures.
- Experience in customer service.
- Experience using a court case management system and/or electronic filing system.
- Ability to speak, read and write Spanish.
- College degree or coursework.

PHYSICAL REQUIREMENTS AND EQUIPMENT OPERATIONS:

- Ability to communicate verbally.
- Ability to prepare materials and process documents electronically using a computer keyboard and mouse.
- Ability to read electronic and paper documents.
- Ability to sit, or stand, for a major portion of the workday, depending on specific job assignment.
- Ability to bend and stretch to retrieve boxes and files from low and high storage areas.
- Ability to lift 30 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of the general nature and level of work an employee encounters while performing the essential functions of this position. While performing the essential functions of this job, the employee will encounter a typical office setting with frequent contact with other Deputy Clerks, and occasional contact with Staff Attorneys, administrative staff, judges, and judicial staff. The noise level in the work environment is usually quiet to moderate.